

Betty - Held with Open Instructions

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11 January 1974

MEMORANDUM FOR: See Distribution

SUBJECT : Official Entertainment in the Executive Dining Room

REFERENCES : (a) Memo dtd 29 June 1963 to ExDir from DDCI,
Subject: Delegation of Authority

(b) Memo dtd 10 April 1967 to Deputy Directors
and Heads of Independent Offices from
ExDir, Subject: Official Entertainment
in the Executive Dining Room

(c) Memo dtd 29 July 1971 to Deputy Director
for Plans from ExDir, Subject: Official
Entertainment in the Agency Dining Room

(d) Memo dtd 17 March 1972 to Deputy Directors
from ExDir, Subject: Official Entertain-
ment in the Executive Dining Room

(e) Form 725 dtd 5 September 1973 to Director
of Finance from DCI, Subject: Delegation
of Authority and Headquarters []
dtd 24 July 1973

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1. For some time the basic policy of the Agency [] has been STAT that expenses incurred in the official entertainment of officers or employees of the U.S. Government exclusively required approval by the Director or by a single senior official designated by him. Per reference (a) this authority was delegated to the Executive Director. Reference (b) stipulates that official entertainment in the Executive Dining Room must be hosted personally by a Deputy Director or Head of an Independent Office, or by his deputy when directed. Reference (c) disapproved a request to delegate to Division and Staff Chiefs the authority of a Deputy Director to submit vouchers for official entertainment. Reference (d) permitted Deputy Directors to delegate to a

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single senior officer their authority to submit such vouchers. Reference (e) established the Executive Secretariat, appointed the Executive Secretary, and delegated to the Executive Secretary the Director's authority to approve the payment of these expenses.

2. During the past few months Agency policy concerning the official entertainment of officers and employees of the U.S. Government has been under review. The Comptroller General's position is that official funds should not be used for the entertainment of Government officials unless specific authority for that purpose has been given by the Congress. Therefore, it has been concluded that the Agency shall no longer use official funds to pay for the expenses incurred in the entertainment of officers or employees of the U.S. Government in the Executive Dining Room. In addition to those persons included within the definition of "officers and employees" in Title 5 of the U.S. Code, this phrase includes staff employees, staff agents, detailed military and civilian personnel, contract employees, and career agents of this Agency. An exception to this policy may be made only in the most unusual and special circumstances. Such an exception shall require the advance approval of the Director.

3. The Director's Imprest Fund may be used to pay the full cost of a function, including the meals served Agency personnel, when the purpose is to entertain a foreign official or a non-U.S. Government personality. Deputy Directors may delegate their authority to submit vouchers for these functions to a single senior officer. Since the burden is a limited one, Heads of Independent Offices are expected to continue personally to retain this authority. The Executive Secretary has been designated as the single senior official who may authorize the payment or reimbursement of these expenses.

4. It shall no longer be necessary that official entertainment in the Executive Dining Room be hosted personally by either a Deputy Director or his Associate. Any other senior official designated by a Deputy Director or a Head of an Independent Office may act as host.

5. The General Counsel has been asked to amend the appropriate Headquarters Regulation to reflect the change of policy and delegations set forth above. The policy and delegations referenced in this memorandum are hereby rescinded.


W. E. Colby
Director

Distribution:

DDCI
DDS&T
DDI
DDM&S
DDO
D/DCI/IC
D/DCI/NIO
General Counsel
Legislative Counsel
Inspector General
Comptroller
Director of Finance
USIB/S
Assistant to the Director
Executive Secretary
AO/DCI
Executive Dining Room Office

ER